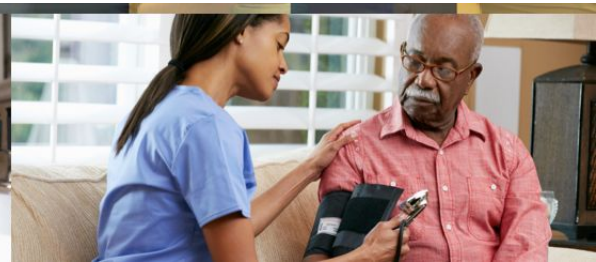




# Community Health Worker (CHW) Certificate Renewal

Requested Spanish Interpretation Line  
Call: 331-234-6279; PIN: 802 862 775#

**April 3, 2023**



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# CHW Certificate Renewal

# CHW Certification

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- Voluntary and free of charge
- CHW certificates are **effective for 2 years**
- Certificates authorize the individual to represent themselves to the public as a **certified community health worker (CCHW)**

# CHW Certificate Renewal

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- Voluntary and free of charge
- **20 hours of professional development** required for certificate renewal
- Certificates can be **renewed for up to two (2) years AFTER** the expiration date.
- **Check your current certification status** on the [Maryland Certified CHWs webpage](#)

# Visit the CHW Certificate Renewal Webpage

## Maryland CCHW Renewal

### Community Health Worker Certificate Renewal

#### Maryland Certified Community Health Worker (CCHW) Certificate Expiration and Renewal Key Points

The following key points summarize Maryland's CCHW expiration and renewal process.

- A CHW **certificate is effective for two years** from the date issued.
- There is **no fee** for certification renewal.
- A CCHW should be prepared to **submit their certificate renewal application 30 days prior to expiration**.
- **Renewal requirements** include:
  - Submission of a **community health worker certificate renewal application** through the **Maryland OneStop** portal portal.
  - Documentation of **20 hours of a broad range of professional development activities**.
  - A CCHW must **notify the Department** upon name or contact information change.

#### Important Application Documents:

- **Maryland CCHW Certificate Expiration and Renewal Manual**
- **Maryland CCHW Certificate Renewal Professional Development Activity Tracking Sheet**

#### Things to know about certification renewal for CCHWs in Maryland:

- CCHWs may begin a Certificate Renewal Application at any time.
- **CCHWs may submit their online Certificate Renewal Application with the required documentation 30 days prior to their certificate expiration date.**
- The Certificate Renewal Application is open on **Maryland OneStop** so that CCHWs may enter information and upload Professional Development Activities Tracking Sheet(s).

English:

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/CCHW-Certificate-Renewal.aspx>

Spanish:

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/CCHW-Certificate-Renewal-Spanish.aspx>

## **CHW Certificate Renewal Manual**

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# **Maryland CHW Certificate Expiration and Renewal Manual**

- Certification renewal requirements
- Renewal application timeline
- Approval of CHW renewal applications
- and more

# CHW Certificate Renewal Application

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When can a CHW begin their renewal application?

*At any time!*

Maryland OneStop applications:

- Saved in Draft mode and can be updated at any time
- Require 20 hours of professional development
- Submitted up to 90 days prior to certificate expiration

Paper applications are available on request

# Professional Development Requirement

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Documentation of **20 hours of a broad range of professional development activities**

- **Check** the associated CHW core competency or health principle
- **Include** a brief description of knowledge learned or skills acquired



# Professional Development Activities

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**Professional development activities** include:

- Employer-sponsored trainings
- Conferences
- Webinars
- Online trainings
- Maryland CHW Association meetings
- Community related meetings, committees, or workgroups that contain an educational component
- Other educational opportunities

## **Professional Development - CHW Core Competencies**

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1. Advocacy and community capacity building skills
2. Effective oral and written communication skills
3. Cultural competency
4. Understanding of ethics and confidentiality issues
5. Knowledge of local resources and system navigation
6. Care coordination support skills
7. Teaching skills to promote healthy behavior change
8. Outreach methods and strategies
9. Understanding of public health concepts and health literacy

# Ready to Apply?

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Click **APPLY HERE FOR CCHW CERTIFICATE RENEWAL** at the bottom of the MDH CHW Certification Renewal webpage



**APPLY HERE FOR CCHW CERTIFICATE RENEWAL**

<https://health.maryland.gov/pophealth/Community-Health-Workers/Pages/CCHW-Certificate-Renewal.aspx>

# Maryland OneStop CCHW Certificate Renewal Application

## Certified Community Health Worker (CCHW) Certificate Renewal Application

Maryland Certified Community Health Worker (CCHW) Renewal Application

The CCHW certificate is effective for two (2) years from the date issued. The CCHW Renewal application may be submitted beginning 90 days before the certificate expiration date.

This application requires documentation of completion of 20 hours of a broad range of professional development activities that include ...

[Show more](#)

 <b>On or prior to CHW certificate expiration date.</b> Due Date	 <b>1 day - 90 days</b> Approval Time	 <b>1 - 2 hour</b> Completion Time	 <b>\$0.00</b> Application Fee
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<https://onestop.md.gov/forms/certified-community-health-worker-cchw-certificate-renewal-application-5e53f5292bd9090100de5698>

# Maryland OneStop CCHW Certificate Renewal Application

## CCHW Certificate Renewal Applicant Information

First Name *	Last Name *	Date of Birth ? MM/DD/YYYY
Phone *	Email *	Confirm Email *
Mailing Address * ?		
City *	State * Maryland	Zip Code *

### Community Health Worker Certificate Information

If you are unsure of your CHW certificate number and/ or expiration date, you can locate the information at <https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/Verify-A-Certificate.aspx>.

Certificate Number * ?	Certificate Expiration Date *
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## **Maryland OneStop CCHW Certificate Renewal Application**

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Professional development activities can be submitted  
**EITHER** by:

- Uploading the Professional Development Tracking Sheet(s) to the application, OR
- Manually enter Professional Development Activity

# Maryland OneStop CCHW Certificate Renewal Application

Choose one or both options on how you would like to verify your Professional Development Activity\*

- ☒ Upload the Professional Development Tracking sheet(s)
- ☒ Manually enter Professional Development Activity

Professional Development Activity Sheet\*



Drop files here to upload  
Individual File size limit is 32 MB  
Total File size limit is 256 MB

Choose file

Professional Development Activity

Activity Title\*

Number of Activity Hours\*

Activity Date(s)\*

Activity Sponsor or Organization\*

# CHW Professional Development Tracking Sheet

## Individual Professional Development Activity Tracking Sheet (duplicate form for each activity)

Certified Community Health Worker (CCHW) Name: \_\_\_\_\_

Activity Title: \_\_\_\_\_

Activity Date(s): \_\_\_\_\_ Number of Activity Hours: \_\_\_\_\_

Activity Sponsor or Organization: \_\_\_\_\_

Activity Location: \_\_\_\_\_

### Core competencies or health principles the activity addressed:

- ☐ Advocacy and community capacity building skills
- ☐ Effective oral and written communication skills
- ☐ Cultural competency
- ☐ Understanding of ethics and confidentiality issues
- ☐ Knowledge of local resources and system navigation
- ☐ Care coordination support skills
- ☐ Teaching skills to promote health behavior change
- ☐ Outreach methods and strategies
- ☐ Understanding of public health concepts and health literacy

Health principles addressed (specify): \_\_\_\_\_

Explain the knowledge you acquired from this activity and / or the skill application of duties:

\_\_\_\_\_  
\_\_\_\_\_

CCHW Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Uploading a Professional Development Tracking Sheet

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Professional Development Activity Tracking Sheets can be uploaded into the Maryland OneStop application

### Professional Development Activity Sheet



Drop files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

# Professional Development

Manually  
entering  
professional  
development  
activity

## Professional Development Activity

Activity Title

Activity Date(s)

Activity Location

Number of Activity Hours

Activity Sponsor or Organization

Explanation of acquired knowledge  
and/or skill application of duties

**Core Competencies or health principles  
addressed:**

☐ Effective oral and written communication  
skills

☐ Advocacy and community capacity building  
skills

☐ Cultural competency

## **Final Application Steps**

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**Confirm** 20 hours of professional development activities are included in your application

- Check the associated CHW core competency
- Provide a brief summary of knowledge or skills
- Tip: Click on uploaded documents to be sure they open the way you intend

**Sign** and date the application

**Submit** the application

## **After the Application is Submitted**

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You will receive:

- Notice of additional information needed to complete the application
  - Log back into Maryland OneStop
  - Open your current/pending application
  - Add the new information and submit the application

### **Or, you will receive**

- Notification the application has been approved including a new CHW certificate effective for two years

## **Applying for Reinstatement of an Expired Certificate**

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**A CHW may apply for the reinstatement of a certificate up to two (2) years AFTER the certificate expires.**

**Steps:**

- Submit a CCHW Certificate Renewal Application
- Provide documentation of 20 hours of professional development within 2 years preceding renewal date

# *Certificate Renewal for Certified CHWs*

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## **Notification of CHW Certificate Renewal**

## **Notification of CHW Certificate Renewal**

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The Department will send CHWs a renewal notice about 90 days before their certificate expires

- Notice will be sent to the last known electronic address

CHWs should notify our office if a renewal notice is not received within 60 days before the renewal date

Notice will include:

- The date on which the current certificate expires

# CHW Certificate Renewal - timeline

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## Submit CHW certificate renewal applications:

- Can be submitted **up to 90 days prior to the expiration date**
- Can be submitted for **up to two (2) years AFTER the expiration date**

Allow 30 days for an application to be processed and a new certificate to be issued



## **Updating your Contact Information in Maryland OneStop**

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Updating your **name, phone number, and address:**

- Log into Maryland OneStop
- Go to “My Dashboard”
- Scroll to the bottom to “My Licenses, Permits, and Registrations”
- Click on your Certificate Number to open the Detailed View
- Click the green “Edit” button
- Enter your edits
- Click Save (top right corner)

# CHWs – Contact Information

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We will help you with this process!

- Contact the CHW Program for assistance
  - Email: [MDH.CHWApplications@maryland.gov](mailto:MDH.CHWApplications@maryland.gov)
  - Call: 410-767-5971

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# CHW Certificate Renewal Resources

## **CHW Resources**

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### **List of Currently Certified CHWs:**

<https://health.maryland.gov/pophealth/Community-Health-Workers/Pages/Verify-A-Certificate.aspx>

### **Professional Development Resources**

<https://health.maryland.gov/pophealth/Community-Health-Workers/Pages/Professional-Development-Resources.aspx>

## **CHW Certificate Renewal Webpages**

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### **Community Health Worker Certificate Renewal (English) webpage**

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/CCHW-Certificate-Renewal.aspx>

### **Community Health Worker Certificate Renewal (Spanish) webpage**

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/CCHW-Certificate-Renewal-Spanish.aspx>

# **CHW Certificate Renewal Application**

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## **Maryland OneStop Certified Community Health Worker Certificate Renewal Application**

<https://onestop.md.gov/forms/certified-community-health-worker-cchw-certificate-renewal-application-5e53f5292bd9090100de5698>

## **CHW Professional Development Tracking Sheet**

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### **MD Certified Community Health Worker Certificate Renewal Professional Development Activity Tracking Sheet (English)**

<https://pophealth.health.maryland.gov/Community-Health-Workers/Documents/CCHW-Professional-Development-Activities-Tracking-Sheet-2020.pdf>

### **MD Certified Community Health Worker Certificate Renewal Professional Development Activity Tracking Sheet (Spanish)**

[https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/CCHW%20Cert%20Renewal%20Spanish/CCHW-Professional-Development-Activities-Tracking-Sheet-2020\\_ES%207.18.22.pdf](https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/CCHW%20Cert%20Renewal%20Spanish/CCHW-Professional-Development-Activities-Tracking-Sheet-2020_ES%207.18.22.pdf)

# **Maryland CHW Core Competencies**

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## **Maryland CHW Core Competencies (English)**

<https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/Maryland-CHW-Core-Competencies.pdf>

## **Maryland CHW Core Core Competencies (Spanish)**

<https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/Competencias-b%c3%a1sicas-de-los-promotores-de-salud-de-Maryland-10.15.19.pdf>



## **CHW Certificate Expiration and Renewal Manual**

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### **MD Certified Community Health Worker Certificate Expiration and Renewal Manual (English)**

<https://pophealth.health.maryland.gov/Community-Health-Workers/Documents/CCHW-Certificate-Expiration-and-Renewal-Manual-2020.pdf>

### **MD Certified Community Health Worker Certificate Expiration and Renewal Manual (Spanish)**

[https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/CCHW%20Cert%20Renewal%20Spanish/CCHW-Certificate-Expiration-and-Renewal-Manual\\_ES.pdf](https://health.maryland.gov/pophealth/Community-Health-Workers/Documents/CCHW%20Cert%20Renewal%20Spanish/CCHW-Certificate-Expiration-and-Renewal-Manual_ES.pdf)

## Where to Find the Original CHW Certificate

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- Original notification of certification email from [MDH.CHWApplications@maryland.gov](mailto:MDH.CHWApplications@maryland.gov)
  - Certificate is attached
- Your Maryland OneStop account
- Contacting the CHW Program at:  
[MDH.CHWApplications@maryland.gov](mailto:MDH.CHWApplications@maryland.gov)  
or 410-767-5971

# **CHW Statute and Regulations**

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## **2018 Community Health Worker Act**

(Health-General §§ 13-3701 - 3709)

<https://pophealth.health.maryland.gov/Community-Health-Workers/Documents/CHW-Code-13-37.pdf>

## **COMAR 10.68.01**

- Regulations for CHW certification and recertification

[http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=10.68.01.\\*](http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=10.68.01.*)

# **We are here to help!**

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## **Maryland CHW Certification Team**

**E-mail us:** [MDH.CHWApplications@Maryland.gov](mailto:MDH.CHWApplications@Maryland.gov)

**Call us:** 410-767-5971

Tina Backe, Coordinator

[tina.backe@maryland.gov](mailto:tina.backe@maryland.gov)

443-401-7531

# *CHW Certificate Renewal*

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Thank you!!